

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Human Services Grants Coordinator**

**Class Code: 10155**

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### **A. Purpose:**

Monitors federal and other grant applications for compliance with programmatic and financial requirements and recommends approval to ensure consistency and compliance with federal and department regulations and policies.

### **B. Distinguishing Feature:**

Human Services Grants Coordinator reviews grants applications from all divisions in the agency for compliance and recommends approval to the department secretary.

Human Services Grants Manager supervises professional and support staff and manages rate setting and administration of grants.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Evaluates grant applications for programmatic and financial compliance to ensure consistency of funding.
  - a. Researches federal, state, and departmental guidelines.
  - b. Advises department secretary and management staff of content and appropriate recommendations.
  - c. Distributes information to division directors and financial personnel.
  - d. Examines completed applications for compliance.
    - i. Determines if budget authority exists and is adequate.
    - ii. Identifies specific requirements of the award such as set aside, match, maintenance of effort, etc.
    - iii. Determines if services funded by the grant are in accordance with overall department goals.
2. Ensures appropriate accounting and management information systems are in place to track client and event data.
  - a. Researches rules and regulations.
  - b. Recommends policy or changes to existing policies.
  - c. Creates applicable, productive processes to ensure correctness of reporting.
  - d. Serves as project manager on various fiscal projects.
3. Monitors regulations on grants to maintain compliance.
  - a. Researches public laws and legislation, federal registers, administrative rules, and department policies.
  - b. Determines the impact on grants and interprets this information for division directors.
  - c. Researches and recommends to the department secretary and management staff alternative funding sources to ensure continuation of services.

4. Provides technical assistance to management, fiscal and program personnel, and subgrantees to ensure correct grant applications, and consistency of funding and compliance.
5. Administers various projects to ensure effective and efficient development and implementation.
  - a. Schedules and coordinates project phases.
  - b. Serves as primary contact with vendor and monitors vendor contracts.
  - c. Accepts and approves project milestones or contract deliverables.
  - d. Interprets and formulates policies and procedures.
  - e. Coordinates conversion, implementation, and training on completed project.
6. Performs other work as assigned.

#### **D. Reporting Relationships:**

Reports to a Human Services Grants Manager. Typically does not supervise but does review and evaluate grant applications submitted by division directors and their staff.

#### **E. Challenges and Problems:**

Challenged to stay current with rules and regulations governing grants. This is difficult because of the frequency and impact of changes, which may be multi-faceted. Further challenged to understand the programs and services provided by the different divisions in the department in order to properly evaluate their grant applications.

Problems resolved include identifying alternative funding sources, providing federal reporting with complex requirements, identifying noncompliance with grants guidelines, maintaining consistency in accounting, noting special conditions for grants such as waivers, interpreting federal regulations; and project scheduling with various department personnel, vendors/consultants, and other state agency staff to ensure project stays on task.

#### **F. Decision-making Authority:**

Decisions made include whether grant applications are complete and in compliance, identification and proposal of needed changes to the control system for federal grants, whether subgrants are in compliance with federal requirements, identification of needed changes in administrative rules, and acceptance and approval of project phases and quality assurance.

Decisions referred apply to grant applications, including changes in programs due to changes in federal funding or regulations, final approval on whether adequate quality assurance systems are in place, and sensitive or political issues with regard to grant applications.

#### **G. Contact with Others:**

Daily contact with department division directors, other staff, and subgrantees to provide technical assistance relating to grants management and project management; and weekly contact with federal agencies to remain up-to-date on federal regulations governing grants and reporting systems.

#### **H. Working Conditions:**

The incumbent works in a typical office environment.

**I. Knowledge, Skills and Abilities:**

Knowledge of:

- grants administration and management principles and practices;
- accounting and auditing procedures;
- fiscal and budgetary procedures.

Ability to:

- research data and apply it to grants management;
- make recommendations on whether to approve grants applications;
- develop accounting and reporting systems;
- communicate information clearly and concisely;
- direct the work of others.